Executive Registry

DD/A Registry
File

78-2155

25X1A

2 3 MAY 1978

MEMORANDUM FOR: Participants in 2-3 June Meeting at [ ]   25X1A

FROM: Director of Central Intelligence

SUBJECT: Meeting at [ ]   25X1A

My intention in initiating a short retreat in the country is to
provide us all with an opportunity to reflect on the past year's
activities and programs--successes and failures--and, based upon that
reflection, to look toward setting goals for the coming year and to
develop strategies to meet those goals. Toward that end I think it
would be beneficial if you would draw up a list of the key goals you
have in mind and bring them with you to circulate during the discussion.

25X1A

STANSFIELD TURNER

Attendees:
  DDCI   Comptroller
  DDA   D/Public Affairs
  DDO   Legislative Counsel
  DDS&T   Inspector General
  D/NFAC   EA/DCI
  DD/NFAC
  General Counsel

Goals of the Directorate of Administration

1. Develop a comprehensive information handling strategy for the Agency and a structure for more formal, continuing coordination of the Agency's ADP, communications, records management and word processing activities. (Separate handout sheet)

2. Develop a different concept of communications between senior management and the body of employees that will allow an opportunity for false perceptions to be corrected, rumors to be addressed, and official policies to be explained in detail. Such a concept would also allow for an unstructured dialogue between management and employees.

   Implementation of this goal could be accomplished in various ways, such as:

   a. DCI holding an "open-invitation" meeting every quarter, open to all employees on a first-arrival basis, where the DCI would make a short statement concerning developments in the preceding quarter, and then take questions on any subject from the floor--or

   b. Have the five major components send employees, on a pro-rated basis, to such a session--or

   c. Have each Deputy Director conduct with his employees such a session every other quarter with feedback to the DCI, and DCI hold a session after each five-month period.

3. Increase the degree of accountability on the part of students attending both the orientation and the developmental courses of the Office of Training, i.e., Senior Seminar, Midcareer Course, Advanced Intelligence Seminar, and Management Seminar. Over and above the accountability procedures now in existence, consideration will be given to:

    a. A narrative evaluation by course instructors or coordinators addressing itself to the student's participation in class exercises, qualitative judgment of individual presentations, interest shown in questioning speakers, and participating in seminars, etc.

    b. Establish several seminar periods for discussion on assigned readings to allow judgments to be made on accomplishment of readings.

    c. Possibility of peer evaluations.

    d. Instructor evaluations on background suitability of student to attend course.

4. To continue to identify and use every possible opportunity to draw to the attention of members of Congress, particularly our two oversight committees, instances where FOIA requests have been detrimental to the national security interests of the country; to continue to impress upon the Congress the administrative expense incurred by this Agency by virtue of FOIA and the Privacy Act; to encourage the authorship by an appropriate officer of an article concerning the threat of FOIA to the intelligence function for publication in "Studies in Intelligence."

5. To continue, in connection with the Directorate of Operations, DDA-instituted analysis as to whether more efficient and less

25X1A

6. To create and make operational a new personnel monitoring unit within the Office of Personnel which will conduct audits in the operating components to ensure that they are adhering to the personnel management policies of the Agency and that their procedures are properly adapted to reflect changes in those personnel policies.

DDA items submitted for <u>discussion</u> only.

1. Should the Agency adopt a "summer dress code"?
2. The growth of cable communications traffic within the Agency and the need to do something about it.
3. Has the Executive Advisory Group (EAG) found its proper role in life?